

IOWA PUBLIC INFORMATION BOARD
August 21, 2012
MINUTES

The Board met at 1 p.m. in the Governor's Conference Room with the following members present: Robert Andeweg, Urbandale; Anthony Gaughan, West Des Moines; Jo Martin, Spirit Lake; Andrew McKean, Anamosa (via telephone); Gary Mohr, Bettendorf; Bill Monroe, Johnston; Kathleen Richardson, Des Moines; Suzan Stewart, Sioux City (via telephone) and Peggy Weitzel, Carroll. Others present included Larry Johnson, Deputy Legal Counsel to the Governor and Keith Luchtel, serving "of counsel" to the Board.

Votes Taken

- 1) On a motion by Martin seconded by Andeweg, the agenda was approved.
- 2) On a motion by Andeweg, seconded by Mohr, the minutes of the July 19 meeting were approved
- 3) On a motion by Martin, seconded by Mohr, board chairman Monroe was instructed to send a letter to the State Ombudsman's office requesting that office to give the board its public information website work product which will be incorporated into the board's website.

Action Agreed Upon

- 1) The board set September 19 at 10 a.m. in the Governor's Conference Room as the time and place of its next meeting.
- 2) The board set dates for visits to several state agencies to discuss the work of the board as follows:
 - Iowa Freedom of Information Council, October 12;
 - Iowa Association of Community College Trustees, December 7;
 - Iowa League of Cities, September 10 or 13;
 - Iowa School Board Association, September 14 or 24;
 - Iowa State Association of Counties, September 6 or 7.
- 3) The board discussed timelines for board committee meetings as follows:
 - Ethics and Conflict of Interest Policies Committee to meet after administrative rules have been drafted;
 - Executive Director Job Description Committee to meet once data from other states has been received;
 - FY 2014 Budget Committee to meet after Monroe and Luchtel have met with the State Department of Management.

Other Items Discussed

- 1) Monroe discussed the board's meeting notice and minutes procedures going forward. Both exceed the current requirements of the state's Open Meetings Law, which states the board "...shall give notice of the time, date and place of each meeting, and its tentative agenda, in a manner reasonably calculated

to apprise the public of that information. Reasonable notice shall include advising the news media who have filed a request for notice...and posting the notice on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose....at least 24 hours prior to the meeting..."

The board will send notice out much earlier than 24 hours prior to all meetings and to many more people than only those from the media. To date, 27 people or agencies are being sent meeting notices in addition to members of the media.

In addition to distributing required tentative agendas the board will also send agenda exhibits and prior meeting minutes when notifying requestors about meetings. The board will also post agendas on the board's website.

Current law has no requirements regarding the distribution of board minutes. Board minutes will be posted on the board's website and sent to all who have requested meeting notice as well as the Iowa Broadcasters Association and the Iowa Newspaper Association. The INA will also publish the minutes in its member bulletin and post them on its association website.

- 2) The board heard a report from Luchtel on the work of the Rules and Procedures Committee and an explanation from Johnson of the state's administrative rules process.
- 3) Monroe and Luchtel reported on their meetings with representatives from the offices of the Attorney General and State Ombudsman.
- 4) As part of the development of board rules and procedures, Luchtel led a discussion on how the board would operate once an executive director is hired. At future meetings the board will discuss portions of its proposed administrative rules dealing with how the board will operate.

On a motion by Mohr, seconded by Weitzl, the meeting was adjourned at 2:50 p.m.

Respectfully submitted
Bill Monroe
Board chairman